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Direct questions or concerns to the Commission Liaison, Planning Manager Gregg Lodan at (310) 618-5990, or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda. Agendas and Minutes are posted on the City of Torrance Home Page [www.TorranceCA.Gov](http://www.TorranceCA.Gov).

The Historic Preservation Commission is an advisory body to the City Council that meets on the third Thursday of each month at 7:00 p.m. in the West Annex Commission Meeting Room. All meetings are open to the public. No new items will be discussed after 11:00 p.m. If there are items remaining, they will be heard at the next regular meeting.

Security procedures: Members of the public will be directed to enter City Hall on the East side of the building through the sliding door. All other entrances will remain locked for entry. Oversized bags or backpacks will not be allowed in the Council Chamber or Commission meeting room. All bags are subject to search.

Any correspondence received after 2:00 p.m. on Thursday on any item on the agenda will be provided to the Commission electronically and available for public inspection in the City Clerk's Office. A copy of the correspondence will be available for public inspection at the meeting.

**TORRANCE HISTORIC PRESERVATION COMMISSION AGENDA  
OCTOBER 21, 2021  
ADJOURNED / REGULAR MEETING  
7:00 P.M. IN WEST ANNEX COMMISSION MEETING ROOM  
AT 3031 TORRANCE BOULEVARD**

**HISTORIC PRESERVATION COMMISSION MAY TAKE ACTION ON ANY ITEM  
LISTED ON THE AGENDA**

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Commission members: DeBlock, G. Higginbotham, M. Higginbotham, O'Donnell, Riggs, Trivelli, and Chairman Weideman

**2. FLAG SALUTE**

**3. REPORT OF THE STAFF ON THE POSTING OF THE AGENDA**

The agenda was posted on the Public Notice Board at 3031 Torrance Blvd. and on the City's Website on Tuesday, October 12, 2021

**4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**5. ORAL COMMUNICATIONS #1 (Limited to a 30 minute period)**

*This portion of the meeting is reserved for comment on items not on the agenda. Under the Ralph M. Brown Act, City Council cannot act on items raised during public comment, but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. **Speakers under Orals are limited to either Oral Communications #1 or Oral Communication #2 and no longer than 3 minutes per speaker.** Speakers please turn off or leave your cellular phone when you come to the podium to speak. If presenting handout material to Council, please provide 10 copies to the City Clerk before speaking.*

**6. CONSENT CALENDAR**

*Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Councilmember from the Consent Calendar and considered separately.*

**6A. Approve Commission Minutes: February 20, 2020 and September 16, 2021**

**7. ADMINISTRATIVE MATTERS**

**7A. Review of Architectural Design Guidelines**

**7B. Review of Historic Landmark/District Designation Process**

**8. PUBLIC HEARINGS - NONE**

**9. COMMISSION ORAL COMMUNICATIONS**

**10. ADJOURNMENT**

**10A.** Adjournment of Historic Preservation Commission Meeting to Thursday, November 18, 2021, at 7:00 p.m. in the West Annex Commission Meeting Room.

**MINUTES OF A REGULAR MEETING OF  
THE HISTORIC PRESERVATION COMMISSION**

**1. CALL TO ORDER**

The Historic Preservation Commission convened in a regular session at 7:00 p.m. on Thursday, February 20, 2020 in the West Annex meeting room, Torrance City Hall.

**2. FLAG SALUTE**

Commissioner Trivelli led the Pledge of Allegiance.

**3. ROLL CALL / MOTION FOR EXCUSED ABSENCE:**

Present: Commissioners DeBlock, Gibson, Higginbotham, O'Donnell, Riggs, Trivelli, and Chairperson Weideman.

Absent: None.

Also Present: City Attorney Sullivan, Planning Manager Lodan, Senior Planning Associate Chun, Planning Associate Joe and Planning Assistant Peerapol Suree.

**4. POSTING OF THE AGENDA**

Senior Planning Associate Chun reported the agenda for this meeting was properly posted on the Public Notice Board on February 13, 2020.

**5. APPROVAL OF MINUTES: January 16, 2020**

**MOTION:** Commissioner Higginbotham moved to approve the Historic Preservation Commission meeting minutes of as amended. Commissioner O'Donnell seconded the motion; a roll call vote reflected 7-0 approval.

**6. ORAL COMMUNICATIONS #1**

None.

**7. PRESERVATION INCENTIVES AND RECOGNITION PROGRAMS**

Planning Associate Kevin Joe presented an over view of the Preservation incentives and recognition program. He stated incentive programs are primarily financial, such as Federal income tax credit or reduced property tax rate, or regulatory relief from adopted construction standards.

Under State and Federal laws, the property must be listed on a Local, State, or national historic register. For the Local (City of Torrance) register, the property would need to be designated a Historic Landmark and/or be a contributing structure in a Historic District.

The Mills Act Tax Abatement program provides that the homeowner enter into a contract with the City to provide property tax relief in exchange for the continued preservation of a historic property. Due to the complexity of this program, staff will bring an item back just on the Mills Act.

Historic Landmarks and Historic Districts are often identified with a plaque or special signage. Specially designed plaques or signs can provide distinction from other properties or areas of the City.

He requested direction from the commission.

Chairperson Weideman commented on the examples of Historic markers and suggested signage similar to the Old Torrance Founded street sign to have similar branding.

Planning Associate Joe stated the City is working on branding street signs throughout the City and could also be incorporated as part of that package. In response to Chairperson Weideman, he responded that it was his understanding that the branding would be Citywide.

Senior Planning Associate Chun stated the branding would include monument signs, poles, etc. and was in the preliminary stages.

In response to Chairperson Weideman, Planning Associate Joe stated that the feedback from this commission would be included in the branding process.

Commissioner DeBlock recommended guidance as to cost as some signage is more ornate permanent landmark would be costly.

Commissioner O'Donnell recommended reviewing Pacific Grove in Northern California had a brass plaque on a stake with a sign with specific information when the house was built. She questioned staff as to what is the difference between an avenue, street, road, or boulevard. She would like the distinction for placing on the signs.

Commissioner Higginbotham questioned if the plaque cost was born by the applicant.

Planning Associate Joe stated that has not been determined yet. The City could price it out. Staff could research the cost along with the type of signage.

Commissioner Higginbotham suggested that plaques would run in excess of \$800.

Commissioner Gibson questioned if property taxes of the individuals be affected. She would like this brought up to applicants.

Planning Associate Joe stated yes, it could be.

Chairperson Weideman stated that the item would be brought back at the next meeting.

Commissioner Riggs agreed that taxes should be discussed prior to any other discussions.

Chairperson Weideman stated they have some ideas for staff such as researching the cost of the signs.

Commissioner Higginbotham stated the Old Torrance founded street sign is very simple, doesn't have a lot of detail. Would like to suggest the City stay with the simple theme with possibly a date. Aesthetically tie it in with the sign program.

Commissioner DeBlock reiterated suggestions that were put in place for street signs, district signs, and plaques be made available.

**8. HISTORIC PRESERVATION BENEFIT STUDIES**

Staff provided several website links to studies for the commission on the impacts/benefits of Historic Preservation.

Chairperson Weideman questioned if there were any follow ups to the three recommendations.

Senior Planning Associate Chun responded she was unaware. The website had a lot of detail in it. She doesn't know enough about it to discuss.

Commissioner DeBlock commented on information on Colorado where Historic Preservation brought tourism and the jobs that were added for Historic Preservation.

Chairperson Weideman requested a follow up on the study.

Informational item only. No action taken.

**9. HISTORIC PRESERVATION COMMISSIONER APPOINTMENT QUALIFICATIONS**

Staff reviewed the Historic Preservation Commission qualifications listed in the Ordinance that created the commission.

Senior Planning Associate Chun stated that appointments would be closely watched to make sure the future commissioners met the minimum qualifications.

Informational Item only No action taken.

**10. ORAL COMMUNICATIONS #2**

Commissioner Higginbotham requested staff bring an item forward to educate commissioners on building codes.

Planning Associate Joe responded that the Commission would be reviewing projects and that the Building Code would allow them to approve restoration of a window or some other feature. He stated Building Codes were very intensive.

**11. ADJOURNMENT**

At 8:30 p.m., Chairperson Weideman adjourned the meeting to March 19, 2020 at 7:00 p.m. in the West Annex meeting room, Torrance City Hall. No motion was made to adjourn.

###

**MINUTES OF A MEETING OF THE  
TORRANCE HISTORIC PRESERVATION COMMISSION**

**1. CALL TO ORDER**

The Torrance Historic Preservation Commission convened in an adjourned regular session at 7:09 p.m. on Thursday, September 16, 2021 at the West Annex Commission meeting room, Torrance City Hall.

**ROLL CALL**

Present: Commissioners G. Higginbotham, M. Higginbotham, O'Donnell, and Chairperson Weideman

Absent: Commissioners DeBlock, Riggs, and Trivelli

Also Present: Planning Manager Lodan, Planning Associate Crump, and Planning Assistant Suree

Chairperson Weideman moved to grant Commissioner DeBlock an excused absence and the motion was seconded by Commissioner G. Higginbotham. The motion passed by a roll call vote. (Absent Commissioners DeBlock, Riggs, and Trivelli)

**2. FLAG SALUTE**

The pledge of Allegiance was led by Commissioner M. Higginbotham.

**3. REPORT OF THE STAFF ON THE POSTING OF THE AGENDA**

Planning Manager Lodan stated that the agenda for the Historic Preservation Commission was properly posted on September 3, 2021 on the Public Notice Board by the City Clerk's office and the City's website.

**4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

None

**5. ORAL COMMUNICATIONS**

None

**6. CONSENT CALENDAR**

6A. None

**7. ADMINISTRATIVE MATTERS**

**7A. APPOINTMENT OF COMMISSION CHAIRPERSON AND VICE CHAIRPERSON FOR FISCAL YEAR 2021-2022**

Planning Manager Lodan presented the staff report for the item and noted that the Commission would need to select a Chairperson and a Vice Chairperson to hold office for the remainder of the fiscal year.

Commissioner O'Donnell moved to nominate Chairperson Weideman for Chair and Commissioner G. Higginbotham for Vice Chair. The motion was seconded by Commissioner M. Higginbotham and a roll call vote reflected approval. (Absent Commissioners DeBlock, Riggs, and Trivelli)

**7B. REPORT OF THE COMMUNITY DEVELOPMENT DEPARTMENT EFFORTS AND ACTIVITIES DURING THE COVID-19 PANDEMIC**

Planning Manager Lodan gave a presentation on the following Community Development Department's activities during the COVID-19 pandemic.

- Outdoor Dining and Business Assistance Program
- Downtown Revitalization and Connectivity Plan
- City Wayfinding and Signage Plan
- Housing Element for the 6<sup>th</sup> RHNA Cycle
- Housing Corridor Study

**7C. REPORT OF PREVIOUS HISTORIC PRESERVATION COMMISSION MEETINGS AND PROPOSED UPDATED WORK PLAN**

Planning Manager Lodan provided a summary of the Commission's previous meetings and proposed a work plan on resuming the Commission's business over the next four meetings.

Chairperson Weideman asked the other Commissioners if they concurred with the work plan proposed by staff. By a 4-0 vote, the Commission concurred with staff's recommendation. (Absent Commissioners DeBlock, Riggs, and Trivelli)

**8. COMMISSION ORAL COMMUNICATIONS**

Commissioner O'Donnell commended staff on the presentation showing the Community Development Department's efforts during the pandemic.

Commissioner G. Higginbotham asked if a Brown Act refresher can be incorporated in a future meeting, possibly at the beginning of 2022. Planning Manager Lodan responded that such a refresher would require coordination with the City Attorney.

Commissioner M. Higginbotham stated that it is an honor and privilege to work with everyone.

Chairperson Weideman highlighted the importance of this commission in preserving historical buildings.

9. **ADJOURNMENT**

**9A.** At 8:14 p.m., Chairperson Weideman moved to adjourn the meeting to the regular meeting on Thursday, October 21, 2021 at 7:00 p.m. at the West Annex Commission meeting room, Torrance City Hall. The motion was seconded by Commissioner G. Higginbotham and a roll call vote reflected approval. (Absent Commissioners DeBlock, Riggs, and Trivelli)

###

Subject to Approval

**Agenda Item No. 7A**

**To:** Members of the Historic Preservation Commission  
**From:** Community Development Department  
**Date:** October 21, 2021  
**Subject:** Architectural Design Guidelines

On January 16, 2020, staff gave a presentation on the Architectural Design Guidelines. Due to the Covid-19 Pandemic, the Historic Preservation Commission meetings were suspended until recently. The following information is a refresher on the Architectural Design Guidelines.

In an effort to promote restoration, renovation and preservation of residential structures of special significance to the heritage of the community, Architectural Design Guidelines were created in 2007 as a resource to help protect the architectural integrity of homes and neighborhood character. Copies of the Guidelines are available to the public at the One-Stop Permit Center Planning Counter, City Clerk's office, Torrance Historical Society and posted on the City's website.

The predominant architectural styles of the early to mid 20<sup>th</sup> century that can be found in Torrance are represented in the Guidelines. They include Victorian, Colonial Revival, Tudor Revival/English Cottage, French Eclectic, Spanish Colonial/Mission Revival, Monterey, Craftsman/Bungalow, Prairie and Ranch. Craftsman/Bungalow and Spanish Colonial/Mission Revival are the most prevalent styles found in the original Torrance Tract. The illustrated Guidelines describe and define the character defining features/characteristics and the design components such as building form/massing, exterior materials, windows and roofs of each architectural style. The Guidelines provide techniques and a list of resources to assist homeowners, architects and designers in planning alterations, additions, remodeling, rehabilitation and new construction. It is recommended that the Guidelines be used in conjunction with the Secretary of Interior's Standards for Rehabilitation of Historic Buildings.

Prepared by,



Carolyn Chun  
Senior Planning Associate

Respectfully submitted,



Gregg Lodan  
Planning Manager

Attachment:

1. Architectural Design Guidelines

## **Agenda Item No. 7B**

**To:** Members of the Historic Preservation Commission  
**From:** Community Development Department  
**Date:** October 21, 2021  
**Subject:** Review of Historic Landmark/District Designation Process

On November 21, 2019, the Commission reviewed the Historic Landmark and District Designation Process and staff gave a presentation. Due to the Pandemic, in-person Commission Meetings were suspended until recently. The following information provides a refresher on the Designation Process.

One of the responsibilities of the Historic Preservation Commission (Commission) is reviewing and making determinations on applications for Historic Landmark and Historic District designation. Any interested party may request designating a property as a historic landmark or designating a group of properties as a historic district. Property owner consent is required to apply for Landmark designation, and in the case of District designation, a petition of interest from all property owners within the proposed boundaries shall be required.

### **Landmark Designation**

In order to be designated a Historic Landmark, a property shall meet one or more of the following requirements:

1. Listed in the California Register or National Register, if the property has not undergone substantial exterior alteration since its designation and retains integrity;
2. Identified as eligible in a resource survey adopted by the City Council;
3. Determined by a qualified historic preservation professional through a historic assessment to meet at least one or more of the significance criteria listed below.

In accordance with the Municipal Code, significance for landmark designation may be demonstrated if one or more criteria is satisfied:

1. Property is associated with events that have made a significant contribution to the broad patterns of local, regional, state or national history, or the cultural heritage of the City, California or the United States.
2. Property is associated with an important person or persons who made a significant contribution to the history, development, and/or culture of the City, region, state, or nation.
3. Property embodies the distinctive characteristics of a type, period, style or method of construction.
4. Property is representative of the work of a master.
5. Property possesses high artistic or aesthetic values.

6. Property has yielded or has the potential to yield information important to the prehistory of the City, region, state or nation.
7. Property is among the last, best remaining examples of an architectural or historical type or specimen.

In addition to satisfy the significance criteria, a proposed landmark must possess integrity. Integrity is defined by seven aspects: location, design, setting, materials, workmanship, feeling and association. A property need not possess all seven aspects, but must retain enough integrity to convey the reason for its significance.

Once an application is submitted, the Community Development Department staff will prepare a report and recommendation for the Commission's consideration. Public hearing notices will be mailed to property owners within 500 feet of property or boundaries of the proposed district, posted on the property, and published in the newspaper.

The Commission shall make findings of fact and adopts a resolution to approve in whole or in part or deny the application. The Commission's findings shall contain the following information:

1. Explanation of property under consideration meet or does not meet significance criteria;
2. Explanation of the integrity or lack of integrity of property under consideration;
3. Identification of the character-defining exterior architectural, site or landscaping features of the property under consideration.

### **Historic District Designation**

A Historic District is a grouping or concentration of buildings, structures, sites, objects, landscapes, natural features, street patterns or other resources that have a historic, cultural, architectural, community or aesthetic value.

A proposed district must meet the one or more landmark designation significance criteria or one of the criteria listed below in order to be designated a Historic District.

1. Reflects significant growth patterns, including those associated with different areas of settlement and growth, transportation modes or distinctive examples of park or community planning.
2. Conveys a sense of architectural cohesiveness through its design, setting, materials, workmanship, or association.
3. Related thematically as a grouping unified aesthetically or historically.

The integrity of proposed Historic District shall also be demonstrated. A Historic District must possess a significant concentration, linkage or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development from a time period. There are two types of Historic District: 1) Geographic District where at least 66% of the properties in the district shall be a Contributing Resource 2) Thematic District comprise all properties in the district will be Contributing Resource and

each will have sufficient integrity as defined above. An example of a Thematic District could be Irving Gill worker housing located in the Torrance Tract.

After an application is submitted, the Community Development Department will prepare a report and recommendation; public hearing notices will be mailed, posted and published; and preliminary hearing is scheduled. The designation report shall include a boundary map of the proposed district, a list of contributing and noncontributing resources, and the following findings required for designation

1. How the district meets the significance criteria and integrity thresholds for designation;
2. Percent of contributing resources;
3. Percent of owner signatures on the petition;
4. The proposed district's character-defining features, including architectural, site and landscape features and patterns, such as street layout, setbacks, building massing and scale, architectural styles, natural features and other distinct physical features and spatial relationships, shall be listed.

If at the preliminary hearing the Commission determines that the request has merit (findings that all applicable requirements for designation are met), the Community Development Department will mail ballots for owner consent voting. If 100% of the owner's written consent is received, a designation hearing is scheduled and the Commission adopts a resolution with findings to approve or conditionally approve in full or in part the area as a Historic District. If 100% of owners consent is not received, the Commission shall adopt a resolution with findings to deny the request.

### **Work Moratorium & Appeal**

When a complete application for Landmark Designation or Historic District has been received, a work moratorium is put in place on the property/properties for any work that would require the approval a Certificate of Appropriateness or Certificate of Demolition from the Commission. This is to ensure that the condition of the integrity of the property/properties is maintained and not altered during the designation application process.

Decisions of the Commission may be appealed to the City Council by the applicant or a member of the public within 15 days of the decision by filing an appeal form and fee to the City Clerk.

Prepared by,

  
Carolyn Chun  
Planning Associate

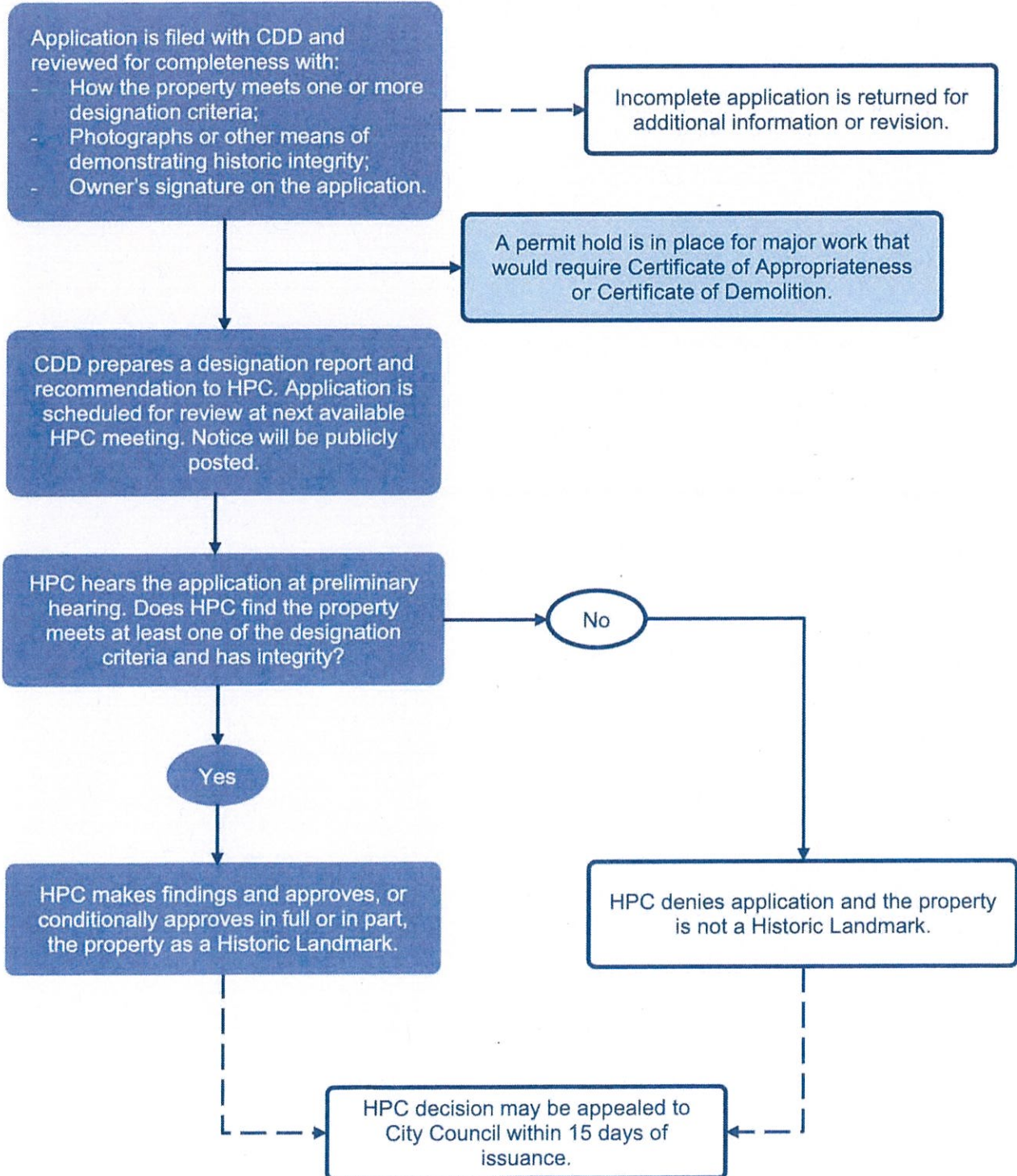
Respectfully submitted,

  
Gregg Lodan  
Planning Manager

Attachments:

1. Landmark Designation Flowchart
2. Historic District Designation Flowchart

PROCESS FOR DESIGNATING A HISTORIC LANDMARK



PROCESS FOR DESIGNATING A HISTORIC DISTRICT

